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| **JOHN SMITH** | | | |
|  | | | **ADMINISTRATIVE ASSISTANT** |
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| |  |  | | --- | --- | | **Contact** | | |  | | | (212) 204-5342 |  | | david.perez@gmail.com |  | | 1938 W Augusta Blvd, Chicago, IL 60622 |  | | linkedin.com/in/davidperez |  | |  | | | **Education** | | |  | | | **(May 2015)**  **Bachelor Of Arts in History,**  *Graduated magna cum laude* RIVER BROOK UNIVERSITY  – Chicago, IL | | |  | | | **Key Skills** | | |  | | | Microsoft Office | | | Spanish and English | | | Web and tech savvy | | | Typing speed of 70 WPM | | | Problem solving | | | Team leadership | | |  | | | **Awards** | | |  | | | **(May 2018)**  AWARD TITLE / Brand | | |  | |  |  |  |  | | --- | --- | --- | --- | | **Profile** | | | | |  | | | | | Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel.  Looking to leverage my knowledge and experience into a role as Project Manager. | | | | |  | | | | | **Professional Experience** | | | | |  | | | | | **ADMINISTRATIVE ASSISTANT**  REDFORD & SONS – Chicago, IL | **SEP 2019**  **– Present** | | | | * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers * Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company * Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses * Maintain utmost discretion when dealing with sensitive topics * Manage travel and expense reports for department team members | | | | | **SECRETARY**  BRIGHT SPOT LTD – Boston, MA | | **JUN 2017**  **– AUG 2019** | | | * Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management * Opened, sorted, and distributed incoming messages and correspondence * Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment * Recorded, transcribed, and distributed minutes of meetings | | | | | **SECRETARY**  SUNTRUST FINANCIAL – Chicago, IL | | | **JUN 2015**  **– AUG 2017** | | * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived to meetings with  clients on time | | | | | |